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REAL ESTATE APPRAISER LICENSURE AND CERTIFICATION BOARD PROFESSIONAL LICENSING AGENCY

INSTRUCTIONS: Please completely fill in your PDF viewer.

, , ,						
FOR OFFICE USE ONLY						
COURSE NUMBER						
DATE APPROVED (month, day, year)						
	DO NOT WRITE A	ABOVE THIS LINE				
	CONTINUING EDUCATION COU	RSE APPLICANT	INFORMATION			
Title of course			Length of course			
Name of applicant (first, middle, last, maiden	or previous)					
Name of organization providing the continuing	g education course					
Address of organization (number and street of	or rural route, city, state and ZIP code)					
Work telephone number		Other telephone number	er (cell or home)			
E-mail address		Website URL				
Name of instructor (first, middle, last, maiden		INFORMATION				
	 					
Current residential address of instructor (nun	nber and street or rural route, city, state and Z	ZIP code)				
Work telephone number ()		Other telephone number	er (cell or home)			
E-mail address						
	INSTRUCTOR QUALIFIC	CATION REQUIRE	MENTS			
Each instructor for an approved real e	estate appraiser continuing education co	ourse must possess at	t least one (1) on the following minimum requirements:			
accredited college or university. E		vision must also meet	r's degree with a major or minor in real estate from an the competency requirements of the Uniform Standards ourse that they teach.			
2. Is a licensed or certified real estate appraiser or licensed real estate broker and has a bachelor's degree from an accredited college or university and a minimum of two (2) years of experience in real estate appraising. Each instructor qualified under this subdivision must also meet the competency requirements of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that they teach.						
this subsection may not teach any under this subdivision must also n	3. Is a licensed or certified real estate appraiser and has a minimum of five (5) years of experience as a real estate appraiser. An instructor qualified under this subsection may not teach any course that contains subject matter that is beyond his or her licensed ability to appraise. Each instructor qualified under this subdivision must also meet the competency requirements of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that they teach.					
Has two (2) years of experience a university.	is a qualified instructor or professor in th	ne business, finance,	or economics department of an accredited college or			
Has an Indiana real estate broker subdivision must also meet the coand 876 IAC 3-6-3) for each cours	ompetency requirements of the Uniform	ars of experience as a Standards of Profess	real estate broker. Each instructor qualified under this ional Appraisal Practice (as adopted in 876 IAC 3-6-2			
I have read the instructor qualifications Yes No	s requirement above and certify that I m	neet the qualifications	to perform continuing education to appraisers.			

INSTRUCTOR QUALIFICATION QUESTIONS					
	Below are questions that pertain to the qualifications to be an instructor for a continuing education course. Please include official documentation, including college transcripts with your application to support your affirmative response to any of the questions below.				
1.	I am a licensed or certified real estate appraiser or licensed real estate broker and I have a bachelor's degree with a major or minor in real estate from an accredited college or university. I also meet the competency requirement of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that I teach.	Yes	□ No		
2.	I am a licensed or certified real state appraiser or licensed real estate broker and I have a bachelor's degree from an accredited college or university and a minimum of two (2) years of experience in real estate appraising. I also meet the competency requirement of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course that I teach.	Yes	□ No		
3.	I have an Indiana real estate broker's license and a minimum of five (5) years of experience as a real estate broker. I also meet the competency requirements of the Uniform Standards of Professional Appraisal Practice (as adopted in 876 IAC 3-6-2 and 876 IAC 3-6-3) for each course I teach.	Yes	☐ No		
4.	I have two (2) years of experience as a qualified instructor or professor in the business, finance, or economics department of an accredited college or university.	Yes	☐ No		
5.	I hold a professional license and have taken the necessary continuing education hours needed to renew my professional license from the last renewal cycle.	profession	nal license		
6.	Have you had any continuing education or qualifying education course revoked, or rescinded by any State, the Appraisal Qualifications Board, or the Appraisal Subcommittee?	Yes	☐ No		
7.	Have you (the instructor) ever been convicted of, plead guilty, or nolo contendre to a violation of Federal, State, or local law to any offense, misdemeanor, or felony in any State, or by the Federal Courts, or any agency of government, or are criminal charges now pending against you? (except for minor violations of traffic laws resulting in fines)	Yes	☐ No		
8.	Have you (the instructor) ever been denied a license, certification, registration or permit to practice real estate or any other profession in this or any other state?	Yes	☐ No		
9.	Has any complaint been filed against you in the State of Indiana, or in any other state, regarding any professional license you currently hold or have previously held or have you practiced real estate or appraising without a license?	Yes	☐ No		
10.	Has disciplinary action ever been taken regarding any professional license, certification, registration, or permit that you currently hold or have held?	Yes	☐ No		

INSTRUCTOR EXPERIENCE				
Please describe the instructor's experience (include a brief work experience; teaching experience; then emphasize on appraisal experience including type properties appraised, courses taught; number of years or classroom hours teaching; whether full or part time).				

INSTRUCTOR EDUCATION BACKGROUND				
Please describe the educational background of the instructor, general education, degrees, appraisal education including course titles, year taken and source of education.				

	INOTELLATOR REQUIREMENT				
INSTRUCTOR PROHIBITIONS 876 IAC 3-5-8 states that a course provider of an approved real estate appraiser continuing education course is prohibited from hiring, or retaining in its employ, an instructor who has:					
1.	. had a real estate appraiser license revoked or suspended by any jurisdiction;				
2.	obtained or used, or attempted to obtain or use, in any manner, Indiana real estate appraiser licensing examination questions to be examinations, unless authorized by law;	e used on	future		
3.	been convicted of a crime which has a direct bearing on the individual's ability to competently instruct, including, but not necessarily of real estate appraiser laws and abuse of fiduciary responsibilities;	/ limited to,	, violations		
4.	falsely certified hours of attendance or grades for any student; or				
5.	unless allowed by law, refused to appear and/or testify under oath at any hearing held by the board.				
We	e / I comply with 876 IAC 3-5-8.	Yes	☐ No		
We	e / I have taken appropriate steps to ensure compliance with 876 IAC 3-5-8.	Yes	☐ No		
	PLAN TO COMPLY WITH 876 IAC 3-5-8				
Ве	elow, please detail your plans to ensure compliance with 876 IAC 3-5-8.				

RECORDS RETENTION POLICY 876 IAC 3-5-3 requires the provider of an approved real estate appraiser continuing education course must retain records of students who complete the course for a minimum of six (6) years. The records must include: 1. attendance records; 2. examination score records (if applicable); and 3. duplicate copies of completion certificates. Yes No Appropriate measures are in place to ensure compliance with 876 IAC 3-5-3. PLAN TO COMPLY WITH 876 IAC 3-5-3 Below, please detail your plans to ensure compliance with 876 IAC 3-5-3.

	CONTINUING EDUCATION COURSE ELIGIBILITY				
thi	Courses not approved by the Appraiser Qualifications Board, as provided for in IC 25-1-4-0.5(1)(B) and Section 2 of this rule, must be by the Board under this section. The content of the course must comply with subsection (b)(3) or 1.5(a)(2) of this rule. In order to be an approved continuing education course, a course must satisfy the following criteria:				
1.	The course must involve a minimum of two (2) classroom hours of instruction on real estate appraisal or related topics.				
2.	The course must be an education offering that is consistent with the purpose of continuing education and covers real property related appraisal topics, including, but not limited to one of the following topics in the next section of this application. Courses greater than seven (7) hours in length, all USPAP courses, and all distance education course must apply for approval to through the Appraisal Qualifications Board.				

CONTINUING EDUCATION COURSE HOUR INFORMATION

Yes No

I have read the above information and attest that my course conforms to 876 IAC 3-5-2.5.

Below are the acceptable course topics for continuing education that can be approved by the Board. Please indicate the number of hours the course focuses on each topic. A classroom hour of instruction is defined as fifty (50) minutes of each sixty (60) minute hour segment. Credit toward the classroom hour requirement may be granted only where the length of the educational offering is at least two (2) hours. Courses greater than seven (7) hours in length (including the total hours being offered), distance education and all USPAP courses must be approved by the Appraiser Qualifications Board.

l	The second secon	
	TOPIC	HOURS
L	Ad valorem taxation	
L	Arbitration, dispute resolution	
L	Courses related to real estate appraisal or consulting	
L	Development cost estimating	
L	Land use planning, zoning	
L	Management, leasing, timesharing	
L	Property development, partial interests	
L	Real estate law, easements, and legal interests	
L	Real estate litigation, damages, condemnation	
L	Real estate financing and investment	
L	Real estate appraisal-related computer applications	
	Other:	
L	Other:	
L	Other:	
L	Other:	
	Other:	
L	Other:	
	Other:	
	Total Number of Continuing Education Hours Course Being Offered	

APPRAISAL QUALIFICATION BOARD CRITERIA AND COMPLIANCE WITH TITLE XI

The Appraisal Qualifications Board (AQB) and the Appraisal Subcommittee (ASC) require that all appraiser continuing education programs and courses meet their criteria of ensuring that it ensures an appraiser participates in a program that maintains and increases his / her skill, knowledge and competency in real estate appraising. Your course must also satisfy the education criteria established by the AQB for the licensure and certification of real estate appraisers pursuant to Title XI of the Financial Institutions Recovery, Reform, and Enforcement Act (FIRREA). Your course will be reviewed during a filed review by the ASC. If the ASC determines that your course does not meet AQB criteria, your course could be invalidated by the ASC and rescinded by the Board. The ASC could also invalidate the continuing education hours you awarded to your students.

1.	I understand the above information and accept responsibility for my course and students should it be questioned, invalidated, or rescinded by the Appraisal Subcommittee or the Board.	Yes	☐ No
2.	This course satisfies the education criteria established by the AQB for the licensure and certification of real estate appraisers pursuant to Title XI of the Financial Institutions Recovery Reform and Enforcement Act (FIRREA).	Yes	☐ No
3.	I agree to cooperate with any inquiry, investigation, questions, or requests made by the Board, the Appraisal Subcommittee, the Appraisal Qualifications Board, or any other government body about this course.	Yes	☐ No
4.	I understand that this course will be reviewed and may be investigated by the Appraisal Subcommittee, or they could mandate the Appraiser Board to conduct an investigation or inquiry into this course.	Yes	☐ No
5.	I understand that the Appraisal Subcommittee or the Board can determine that my course does not meet AQB criteria and that it could be invalidated by the ASC and / or the Board and / or be rescinded or revoked by the Board or the ASC without warning.	Yes	☐ No
6.	I have instituted measures, safeguards, and / or other checks and balances to ensure compliance with Title XI and AQB Criteria.	Yes	☐ No
7.	Does the instructor of this course conform to AQB criteria and Indiana Administrative Rules?	Yes	☐ No
8.	I understand that there is an inherent risk in submitting my application to the Real Estate Appraiser Licensure and Certification Board for approval rather than the Appraisal Qualifications Board. I understand that the AQB, not the Real Estate Appraiser Licensure and Certification Board is the source for establishing educational and experience qualification criteria for the licensing,		
	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	□No
lf y	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it	Yes	□ No
lf y	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	□ No
lf y	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	No
lf y	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	No
lf y	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	□ No
lfy	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	□ No
lf y	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	□ No
lfy	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	□ No
lfy	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	□ No
lf y	certification and recertification of appraisers, and that the only way to ensure that my course meets AQB criteria is to have it approved through the AQB's course approval program.	Yes	□ No

PLANS TO ENSURE COMPLIANCE WITH APPRAISAL QUALIFICATION BOARD CRITERIA AND TITLE XI				
In the file below, please detail safeguards, measures, and plans you have in place to ensure your compliance with AQB criteria and Title XI. The Board strongly encourages all applicants to take a significant amount of time when completing this portion of the application. The Board can deny your application for failing to adequately present sufficient information and documentation to ensure compliance with AQB criteria.				

COURSE COMPLIANCE WITH APPRAISAL QUALIFICATION BOARD CRITERIA AND TITLE XI
In the file below, please explain how this course provides a program that maintains and increases an appraiser's skill, knowledge, and competency in real estate appraising. The Board can deny your application for failing to adequately present sufficient information and documentation to ensure compliance with AQB criteria. This section continues to the next page should you require more room to answer this portion of the application.

COURSE COMPLIANCE WITH APPRAISAL QUALIFICATION BOARD CRITERIA AND TITLE XI (Continued)
Continued from the previous page. If you do not need this page, skip it and proceed to the next page. In the file below, please explain how this course provides a program that maintains and increases an appraiser's skill, knowledge, and competency in real estate appraising. The Board can deny your application for failing to adequately present sufficient information and documentation to ensure compliance with AQB criteria.

	APPRAISAL QUALIFICATION BOARD CRITERIA AND COMPLIANCE WITH TITLE XI				
Ple	Please answer and attest to the following questions below to ensure compliance with AQB criteria.				
1.	This course requires the passage of an exam that contains a sufficient num covered in the course; the amount of time devoted to examinations must be test at a difficulty level appropriate to measure student achievement of the and unambiguous manner; and does not permit open book exams.	appropriate for the course; individually and collectively,	☐ Yes	□No	
2.	Does this course satisfy the education criteria established by the AQB for t pursuant to Title XI of the Financial Institutions Recovery, Reform, and En		Yes	☐ No	
3.	3. Does the course provide a program that maintains and increases an appraiser's skill, knowledge and competency in real estate appraising?			☐ No	
4.	4. Do you agree to cooperate with Board, and / or the Appraisal Subcommittee should any questions be raised regarding this continuing education course?			□No	
5. The AQB requires that a classroom hour is defined as fifty (50) minutes of teaching out of each sixty (60) minutes segment. Does your course meet this requirement?				□No	
6.	Credit toward the classroom hour requirement may be granted only where (2) hours. Does your course meet this requirement?	e the length of the educational offering is at least two	Yes	☐ No	
7.	Is the course accredited, approved, or offered by any real estate or appra	iser board or trade commission?	Yes	☐ No	
	If Yes, explain (when, where, and approval number):				
8.	If Yes to the question above, has this course had their accreditation or ap appraiser commission or trade commission? If Yes, explain (when, where, and approval number):		Yes	☐ No	
		ED WITH YOUR APPLICATION			
	ease include the following materials and information with your appl ormation will result in your application being delayed for review by		or insuffici	ent	
С	OURSE DETAILS COVERING:	MISCELLANEOUS:			
□ Course Description □ Course Tuition / Fees □ Course Prerequisites □ Course Schedule □ Learning Objectives □ Instructor's Resume / Bio □ Topic Matrix □ Copy of Certification Awarded to Students □ Learning Objectives □ Instructor's Resume / Bio □ Copy of Certification Awarded to Students □ Equivalency Matrix Completed □ Copies of your continuing educations certificates from your most recent renewal if you hold a professional license in Indiana. B sure to include copies of your most recent USPAP course updat certificates.				ana. Be	
P [OLICIES COVERING: Attendance Policy Cancellation and Refund Record Retention Policy Plan to ensure compliance with Appraisal Qualification Board Criteria and Title XI				

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize, request, and direct any person, firm, officer, corporation, association, organization or institution to release to the Indiana Professional Licensing Agency, or the Real Estate Appraiser Licensure and Certification Board, any files, documents, records or other information pertaining to the undersigned requested by the Agency, or the Board, or any of their authorized representatives, in connection with processing my application for licensure.

I hereby release the aforementioned persons, firms, corporations, associations, organization and institutions from any liability with regard to such inspection or furnishing of any such information.

I further authorize the Indiana Professional Licensing Agency, or the Real Estate Appraiser Licensure and Certification Board, to disclose to the aforementioned persons, firms, officers, corporations, associations, organizations, and institutions any information, which is material to my application, and I hereby specifically release the Agency, and the Board from any and all liability in connection with such disclosures.

A photostatic copy of this authorization has the same force and effect as the original.

AFFIRMATION	
I hereby swear or affirm that I have read the above statements and agree to same.	
Signature of Applicant	Date of signature (month, day, year)
BOARD REVIEW SECTION - OFFICE USE ONLY	
APPLICATION APPROVED	
Signature of Reviewing Board Member	Date of signature (month, day, year)
Signature of Reviewing Board Member	Date of signature (month, day, year)
APPLICATION TABLED	
Signature of Reviewing Board Member	Date of signature (month, day, year)
Signature of Reviewing Board Member	Date of signature (month, day, year)
Reason for table:	
APPLICATION DENIED	
Signature of Reviewing Board Member	Date of signature (month, day, year)
Signature of Reviewing Board Member	Date of signature (month, day, year)
Reason for denial:	